

## School Summer Short Courses and Workshops 2006

The Bureau of Nutrition Programs and School Transportation and Iowa State University Extension will be offering seven workshops this summer. We will start in June with two days devoted to school food safety. 'Your Food Safety System, based on Process Approach to HACCP--Getting Started' is structured with learning and practice of the basic concepts, and HACCP Process Approach to Food Safety-Next Steps is a day designed to further work on individualized plans, guided by Food Safety Experts at Iowa State University. We will welcome trainers from the National Food Service Management Institute again to facilitate a portion of the Manager's Update, July 25. These trainers will focus on the new Dietary Guidelines, My Pyramid, Wellness Policies, or other current nutrition topics. Another portion of the day will focus on financial management issues.

With new information to be added, the New Manager Orientation workshop will now extend to 2 ½ days, and will be held in July instead of August. This will also allow participants more time to ask questions.

The following list describes the content, the intended audience, cost, timeframes, and locations. You can download the registration forms or link to the online registration at <http://www.ucs.iastate.edu/mnet/schoolfoods/register.html>

**The registration deadlines are important** since classes may have limited enrollment or be cancelled if not enough enroll. **Please Register Early!!** If you believe you have new staff that will be coming, please hold a space under the school name with a contact so that materials can be prepared for them.

**\*\*REGISTRATION DEADLINE FOR FOOD SAFETY COURSES IS MAY 26, 2006\*\***

**Class: Your Food Safety System based on Process Approach to HACCP-Getting Started**  
**Date: June 8, 2006**

**Time:** Registration at 8:00 AM  
Class 8:30 AM-4:00 PM

**Location:** Gateway Center, just South of ISU, Ames

**Cost:** \$80 includes lunch, breaks and materials

**Audience:** Managers and cooks who are involved in planning, preparing, serving

**Description:** Are you involved with the safety of food served in your kitchen? Can you prove that you and your employees are doing everything possible to prevent foodborne illnesses? Do you know if your food safety system meets the new USDA HACCP requirements? This course will provide an introduction to Hazard Analysis Critical Control Point (HACCP) Process Approach and will follow the Regulation Guidance issued in June 2005. Participants will receive hands-on practice in developing Standard Operating Procedures, in using documentation logs, in identifying critical control points, and other HACCP Process Approach fundamentals.

SNA CEU's: 6\*

**Minimum Class Size:** 25 (class may be cancelled if less than 25 enroll)

**Class: Your Food Safety System based on Process Approach to HACCP-Next Steps**

**Date: June 9, 2006**

**Time:** Registration at 8:00 AM

Class from 8:30 AM-4:00 PM

**Location:** Gateway Center, Just South of ISU, Ames

**Cost:** \$80 includes lunch, materials and break

**Audience:** Managers who have begun implementing a HACCP Process Approach program in their operations.

**Description:** This workshop will provide an update on the latest food safety information and opportunities to learn innovative and cost-effective methods to insure food safety. Participants will evaluate their current food safety program and receive technical assistance with developing a Process Approach HACCP Plan to meet the new USDA guidelines. ISU faculty will be available to provide assistance to develop and customize your plan. Bring your plan materials, recipes, documentation examples you are using or plan to begin using.

SNA CEU's: 6\*

**Minimum Class Size:** 40 (class may be cancelled if less than 40 enroll)

**\*\*REGISTRATION DEADLINE FOR FOOD SERVICE BASICS, FOOD BUYING GUIDE AND TEAM BUILDING COURSES IS JUNE 20, 2006\*\***

**Class: School Food Service Basics**

**Date: July 11-12, 2006**

**Time:** Registration at 8:00 AM on July 11th

Classes 8:30 AM-4:00 PM both days

**Location:** Scheman Building, Iowa State University

**Cost:** \$125 includes lunches, breaks and materials

**Audience:** New food service staff

**Description:** This course provides an overview of all serving requirements, offer versus serve implications, food quality and food safety issues. Efficient work practices and working as part of the food service team are also covered.

SNA CEU's: 13\*

**Minimum Class Size:** 25 (class may be cancelled if less than 25 enroll)

**Class: Using the Food Buying Guide/Basic Math Practice**

**Date: July 13, 2006**

**Time:** Registration at 8:00 AM

Class from 8:30 AM-12:00 Noon.

**Location:** Scheman Building, Iowa State University

**Cost:** \$30 includes break and materials

**Audience:** Foodservice employees from school lunch and child care facilities who feel they need a refresher on math skills used in their everyday jobs.

**Description:** Foodservice employees will learn how to calculate recipe yield, how ingredients used meet the food program requirements, how to find equivalent measures and determine how to select correct portion utensils. **Please bring the Food Buying Guide from your school or center if possible.**

SNA CEU's: 3\*

**Minimum Class Size:** 20 (class may be cancelled if less than 20 enroll)

**Class: Strategies for Successful Team Building**

**Date:** July 18-19, 2006

**Time:** Registration at 8:00 AM.

Class from 8:30AM-4:00 PM both days

**Location:** Scheman Building, Iowa State University

**Cost:** \$125 includes lunches, breaks and materials

**Audience:** All foodservice employees and managers

**Description:** This workshop will focus on developing group dynamics and identifying strategies to create effective teams with employees who have different personality types and ways of working. Participants will be able to identify factors that affect the work environment and develop an action plan to improve the work atmosphere. Teams are encouraged to enroll.

SNA CEU's: 13\*

**Minimum Class Size:** 30 (class may be cancelled if less than 30 enroll)

**\*\*REGISTRATION DEADLINE FOR MANAGER'S UPDATE AND NEW  
MANAGER'S ORIENTATION IS JULY 7, 2006\*\***

**Class: Manager's Update**

**Date:** July 25, 2006

**Time:** Registration at 8:00 AM

Class from 8:30 AM-4:00 PM

**Location:** Scheman Building, Iowa State University

**Cost:** \$75 includes lunch, materials and break

**Audience:** All managers, especially those who have been in food service for over 3 years

**Description:** Manager's Update will be filled with important new information this year. This course will feature speakers from the National Food Service Management Institute who will introduce information and materials on the New Dietary Guidelines, My Pyramid, Wellness Policies and more. Bureau of Nutrition staff will cover other current issues that affect the operation of your National School Lunch Program.

SNA CEU's: 6\*

**Minimum Class Size:** 40 (class may be cancelled if less than 40 enroll)

**Class: New Manager's Orientation**

**Date:** July 26, 27 and 28, 2006

**Time:** Registration at 8:00AM on July 26.

Class 8:30-4:00 on the 26<sup>th</sup>, 8:00-4:00 on the 27<sup>th</sup>, and 8:00-12:00 on July 28<sup>th</sup>.

**Location:** Scheman Building, Iowa State University

**Cost:** \$100 includes lunches, breaks and materials

**Audience:** Food service managers with less than 3 years experience as managers

**Description:** New managers will be provided National School Lunch Program, School Breakfast Program, and snack program guidance. The current program regulations will be explained. The new manager will learn how to apply food service principles and

procedures to menu planning. Production records and other necessary paperwork will be taught. Food Safety and Wellness Policies will be reviewed; for more in-depth training on implementing a HACCP Process Approach food safety system, please attend the workshop noted above. Food based menu planning will be reviewed more thoroughly, and nutrient standard menu planning will be introduced, but not covered in depth. **Please bring your copy of the Food Buying Guide from your school, and two weeks of menus.**

SNA CEU's: 16\*

**Minimum Class Size:** 40 (class may be cancelled if less than 40 enroll)

\*Number of anticipated CEUs; applications still pending